Maintenance Accountability Process

Field Data Collection Manual Volume 1

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Maintenance and Operations Division Maintenance Office



Maintenance Accountability Process Field Data Collection Manual Volume 1

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Maintenance Accountability Process Field Data Collection

INTRODUCTION

An important part of the Maintenance Accountability Process (MAP) is regular field condition surveys conducted on the highway system. The surveys assess the maintenance service levels that exist at a given point in time. The purpose of this manual is to document the procedures for consistent data collection.

Data Collection Procedures

- Statistical methods are used to identify approximately 2,200 randomly selected data survey sites around the state. These are 0.10 mile sections (528 feet) selected from the approximately 7,000 centerline miles of state highway inventory.
- Using Milepost Markers and the vehicles DMI, locate and mark the start and end points for each site. Mark the points with paint at the edge of the shoulder so that they can be located again if needed.
- 3. If any portion of the site falls on a structure, the site should be moved forward or backward as necessary to avoid the structure.
- 4. Sites in construction zones should not be evaluated. Relocate the site outside of the construction area but as close to the original site as possible.
- 5. Activate flashing lights on vehicle, place cones for safety, and use appropriate traffic control measures. Always wear required safety equipment, reflective vest, supportive footwear, etc.
- 6. Conduct field measurements and observations at the sites and record the data. When performing data collection always try to walk facing traffic. On divided highways and freeways it may be necessary to drive around to the lanes in the opposite direction and set points on that side of the road as well. Remember SAFETY FIRST.

General Comments

Cumulative Deficiencies

Pavement deficiencies are cumulative. Where one type of deficiency is found within the area of second type of deficiency both deficiencies are counted independently. For example, a 25 sq. ft. area of alligator cracking may contain a 2 sq. ft. pothole. Do not subtract the 2 sq. ft. of pothole from the 25 sq. ft. of alligator cracking.

Fog lines (Traveled Lane versus Paved Shoulder)

For the purposes of MAP field data collection, the fog line is considered part of the traveled lane. Deficiencies occurring on the fog line are deficiencies of the traveled lane.

Field Data Collection Form

MAP Field Data Collection Form

Site Number: SR: SR	MP: Region: Area: Moved
Taken By:	Date: QAQC
NUMBER OF LANES	DRAINAGE
Total Number of Lanes:	Ditches Linear Feet of Ditches:
PAVEMENT - Traveled Lanes	Linear Feet of Ditch ≥ 50% Full:
Potholes Square Feet of Potholes:	Culverts Number of Culverts: Number of Culverts Deficient:
Rutting Total Number of Ruts ≥ 3/4":	Catch Basins - Inlets Number of Basins / Inlets:
Alligator Cracking	Num. of Deficient Basins / Inlets:
Sq. Ft. of Alligator Cracking: Cracking Lin. Ft. of Longitudinal Cracking:	Slope Failures Slope Failure Present:
Lin. Ft. of Transverse Cracking:	ROADSIDE
Humps, Sags And Settlements Sq. Ft. of Deficiencies:	Total Width of Roadside:
PAVED SHOULDER	Noxious Weeds Sq. Ft. of Noxious Weeds:
Total Width of Paved Shoulders:	Nuisance Vegetation Sq. Ft. of Nuisance Vegetation:
Shoulder Potholes Sq. Ft. of Shoulder Potholes:	Vegetation Obstructions Vegetation Obstruction Present:
Shoulder Alligator Cracking Sq. Ft. of Alligator Cracking:	Litter Number of Pieces of Litter:
Shoulder Cracking Lin. Ft. of Longitudinal Cracking:	TRAFFIC
Lin. Ft. of Transverse Cracking: Shoulder Edge Raveling Lin. Ft. of Edge Raveling:	Raised / Recessed Pavement Markers Num. of Raised Pvmt. Markers: Num. of Markers Worn/Missing:
Shoulder Edge Drop-Off Lin. Ft. of Edge Drop-Off≥ 2":	Pavement Markings Number of Pavement Markings: Number of Markings Worn:
Shoulder Sweeping/Cleaning Lin, Ft. of Shidr. Debris Build-Up: Width of Shidr. Debris Build-Up:	Guideposts Number of Guideposts: Num. of GPs Broken/Damaged:
Shoulder Humps, Sags And Settlements Sq. Ft. of Deficiencies:	Guardrail Lin. Ft. of Guardrail: Lin. Ft. of Guardrail Damaged:
1x 528 6x 3168 2x 1056 7x 3696 3x 1584 8x 4224 4x 2112 9x 4752 5x 2640	

MAP Field Data Form - EF Revised 2/2005

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Bridge Data Collection Form

MAP Bridge Data Collection Form

Bridge Information ————				
Bridge Number:	Sr:	SRMP:	Region:	Area:
Taken By:				Date:
Bridge Size Bridge Length: Bridge Width:		Bridge Deck ————————————————————————————————————	t. of Spalling:	
Decks and Sidewalks Sq. Ft. of Sand/Debris:		Graffiti	of Surface Dirty:	□ None 0%
3 <u>4</u>				☐ Minor 1-10% ☐ Moderate 11-30% ☐ Major 31-50% ☐ Significant >50%

Instructions

When filling out paper form, record the bridge number found on the bridge or on the WSDOT Bridge List. Record the state route, milepost, region, area, names of inspection team members, and date.

When filling out the computer form, type in the bridge number (example 90/327), press enter and state route, milepost, region, area and bridge size will be filled in automatically.

Bridge Deck: Calculate and record the total square feet of spalling at least 6"x 6"x1"on the bridge deck.

Decks and Sidewalks: Calculate and record the total square feet of sand and debris on the bridge deck and sidewalk.

Graffiti: Estimate and record the percent of bridge surfaces that are covered with graffiti.

Be sure all blanks on the form are filled out.

Form Information

Field Data Collection Form

On the MAP Field Data Collection Form, record the site number from the master site list, State Route number, milepost, Region, Area, names of inspection team members, and date. Also record the number of lanes.

Bridge Data Collection Form

Record bridge number, state route, milepost, region, area, names of inspection team members, and date on the MAP Bridge Data Collection Form.

II - PAVEMENT (TRAVELED LANE)





Units of Measure: Total square feet of potholes, within traveled way, per

0.10-mile section.

Threshold: Minimum size - (6" x 6" x 1" depth) or larger

Methodology: Record the total square feet of all potholes. Round to the

nearest whole number. Potholes smaller than the

minimum size (6" x 6" x 1") are not counted.

Comments: Spalls in concrete pavement are considered potholes

when they are a minimum 6" x 6" x 1" in size.

B. RUTTING



Unit of Measure: Total number of wheel path ruts within the traveled way,

per 0.10-mile section. Rutting must meet the minimum

threshold below.

Threshold: Minimum depth - 3/4" or greater

Methodology: Measure to determine if the worst condition of rutting

within the wheel path is 3/4 inches or greater. Count the total number of wheel path ruts meeting the minimum threshold within the section. For consistency, <u>rutting is assumed to be 2 ½ feet in width and the full length of the segment (528 feet)</u>. **Do not record the linear feet of**

rutting.

C. ALLIGATOR CRACKING







Unit of Measure: Total square feet within traveled way, per 0.10-mile

section.

Threshold: All unsealed alligator cracking.

Methodology: Calculate the total square feet for all alligator cracking in

the section. Use the average width of cracking to

calculate square feet.

Comments: Alligator cracking is associated with loading and is

usually limited to areas of repeated heavy traffic loading. Most load related cracking of this type begins as a single longitudinal, discontinuous crack within the wheel path that progresses with time and loads to a more branched pattern that begins to interconnect. The stage at which several discontinuous longitudinal cracks begin to

interconnect is defined as alligator cracking.

D. LONGITUDINAL CRACKING



Unit of Measure: Total linear feet within traveled way, per 0.10-mile

section.

Threshold: All unsealed longitudinal cracking - cracking running

generally parallel to the centerline and edge line striping.

Methodology: Measure and record linear feet of all unsealed

longitudinal cracking within the section. Sealed cracks are not counted as a deficiency. Previously sealed cracks that have since re-opened are considered a

deficiency.

Comments: Unsealed panel and expansion joints in concrete

pavement are not considered deficiencies for this survey.

Where asphalt is overlayed on concrete pavement unsealed cracks in the asphalt pavement shall be

counted as a deficiency.

D. TRANSVERSE CRACKING



Unit of Measure: Total linear feet within traveled way, per 0.10-mile

section.

Threshold: All unsealed transverse cracking - cracking running

generally perpendicular to the centerline and edge line

striping.

Methodology: Measure and record linear feet of all unsealed transverse

cracking within the section. Sealed cracks are not counted as a deficiency. Previously sealed cracks that

have since re-opened are considered a deficiency.

Comments: Unsealed panel and expansion joints in concrete

pavement are not considered deficiencies for this survey.

Where asphalt is overlayed on concrete pavement unsealed cracks in the asphalt pavement shall be

counted as a deficiency.

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E. HUMPS, SAGS, AND SETTLEMENTS AFFECTING RIDEABILITY





Humps and Sags

Pavement Delamination

Description: Localized depressions or elevated areas of the traveled

way that result from settlement, frost heave, pavement shoving, subgrade swelling, or other displacement due to tree roots, utility line installation, etc. This item also

includes other pavement deficiencies such as

delamination of asphalt pavement.

Unit of Measure: Total square feet within the traveled way, per 0.10-mile

section.

Threshold: Humps, Sags and Settlements: Localized depressions or

elevated areas within the traveled way that have an adverse impact on rideability. This is defined as a vertical deviation of 2 inches or greater at the time of the survey.

Other Deficiencies: To be counted as a deficiency delamination must be a minimum of 6" x 6" in size.

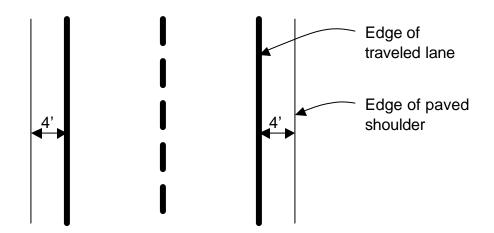
Methodology: Calculate the total square feet for humps, sags,

settlements and other deficiencies located within the

traveled lanes.

III - PAVED SHOULDERS

General: Record total combined width of paved shoulders for the site.



Example: 8' total width

A. SHOULDER POTHOLES

Units of Measure: Total square feet of shoulder potholes per 0.10-mile

section.

Threshold: Minimum size - (6" x 6" x 1" depth) or larger

Methodology: Calculate the total square feet for all potholes. Potholes

smaller than the minimum size (6" x 6" x 1") are not

counted as potholes.

B. SHOULDER ALLIGATOR CRACKING



Shoulder Alligator Cracking

Unit of Measure: Total square feet within shoulder area, per 0.10-mile

section.

Threshold: All <u>unsealed</u> shoulder alligator cracking.

Methodology: Calculate the total square feet for all unsealed alligator

cracking in the shoulder. Use the average width of

cracking to calculate square feet.

C. SHOULDER LONGITUDINAL CRACKING

Unit of Measure: Total linear feet of cracking within shoulder area, per

0.10-mile section.

Threshold: All unsealed longitudinal cracking - cracking running

generally parallel to the fog line striping.

Methodology: Measure and record linear feet of all unsealed

longitudinal cracking within the shoulder area. Sealed

cracks are not counted as a deficiency.

Comments: Unsealed panel and expansion joints in concrete

pavement are not considered deficiencies for this survey.

Where asphalt is overlayed on concrete pavement unsealed cracks in the asphalt pavement shall be

counted as a deficiency.

C. SHOULDER TRANSVERSE CRACKING

Unit of Measure: Total linear feet of cracking within shoulder area, per

0.10-mile section.

Threshold: All unsealed transverse cracking - cracking running

generally perpendicular to the fog line striping.

Methodology: Measure and record linear feet of all unsealed transverse

cracking within shoulder area. Sealed cracks are not

counted as a deficiency.

Comments: Unsealed panel and expansion joints in concrete

pavement are not considered deficiencies for this survey.

Where asphalt is overlayed on concrete pavement unsealed cracks in the asphalt pavement shall be

counted as a deficiency.

D. SHOULDER EDGE RAVELING





Unit of Measure: Total linear feet of edge raveling, per 0.10-mile section.

Threshold: Count all shoulder areas where paving material is

breaking off into pieces (raveling) or is missing along

shoulder edge.

Methodology: Measure and record total linear feet of all edge raveling

within shoulder area. All edge raveling is assumed to be

1 foot in width.

Comments: Count only areas where material is actually breaking off

(raveling) or missing from the shoulder. Areas that show alligator cracking but are intact should be counted as

alligator cracking.

E. SHOULDER EDGE DROP-OFF





Unit of Measure: Total linear feet of shoulder drop-off, per 0.10-mile

section.

Threshold: All shoulder edge drop-off 2 vertical inches or greater.

Methodology: Measure and record linear feet of all shoulder edge drop-

off 2 vertical inches or greater that occurs within the section. Shoulder drop-off less than 2 inches is not

counted.

Comments: In some cases the paved shoulder has been intentionally

beveled to produce a gentle transition to the gravel

shoulder. A beveled edge is not considered a deficiency.

F. SHOULDER SWEEPING / CLEANING



Unit of Measure: Total linear feet of shoulder debris, per 0.10-mile section.

Average width of shoulder debris, per 0.10-mile section

Threshold: All shoulder areas that contain debris or require

sweeping / cleaning.

Methodology: Measure and record linear feet of shoulder debris.

Measure and record the average width of shoulder

debris.

Comments: Debris is considered a deficiency if, in the best judgment

of the surveyor, it constitutes a safety hazard to the driving public or in some way degrades highway

functions.

G. SHOULDER HUMPS, SAGS, AND SETTLEMENTS





Humps and Sags

Delamination

Description: Localized depressions or elevated areas of the shoulder

that result from settlement, frost heave, pavement

shoving, subgrade swelling, or other displacement due to

tree roots, utility line installation, etc. This item also includes other shoulder deficiencies such as

delamination of asphalt pavement.

Unit of Measure: Total square feet within the shoulder areas, per 0.10-mile

section.

Threshold: Humps, Sags and Settlements: Localized depressions or

elevated areas within the shoulder areas. This is defined as a vertical deviation of 2 inches or greater at the time of

the survey.

Other Deficiencies: To be counted as a deficiency delamination must be a minimum of 6" x 6" in size.

Methodology: Calculate the total square feet for humps, sags,

settlements and other deficiencies located within the

shoulder areas.

IV - DRAINAGE

A. DITCHES



Units of Measure: Total linear feet of ditch, per 0.10-mile section. Total

linear feet of filled ditch, per 0.10-mile section.

Threshold: Count as deficient all ditches that are 50% or more full.

Methodology: Measure all ditches within the section and record the total

linear feet of ditches. Measure and record the linear feet of ditch that is 50% or more full of sediment or other

material.

For purposes of this survey, to be considered a ditch the

following conditions must exist:

1. Must be designed and constructed to carry water - not a natural swale, or

2. Must be maintained as a ditch by Maintenance.

Streams adjacent to the roadway are not considered ditches. Standing water (tidal or non-tidal) in ditches is not a deficiency. Vegetation growing in the ditch is not a deficiency. Ditches designed solely to capture rock fall

shall not be considered a ditch for this survey.

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Comments:

B. CULVERTS



Unit of Measure:

Total number of culverts, per 0.10-mile section. Total number of culverts greater than or equal to 50% filled or otherwise deficient, per 0.10-mile section.

Threshold:

Count as deficient if:

- 1. Any portion of the culvert is 50% or more filled with sediment or debris, or
- 2. Any end is significantly crushed or deformed, or
- 3. The volume of the inflow or outflow is reduced 50% or more by obstructions such as rocks, vegetation, or woody debris, or
- 4. The pipe is separated 1" or more, or damaged in a way that the function of the culvert is causing significant damage to the roadway prism or adjacent drainage channel.

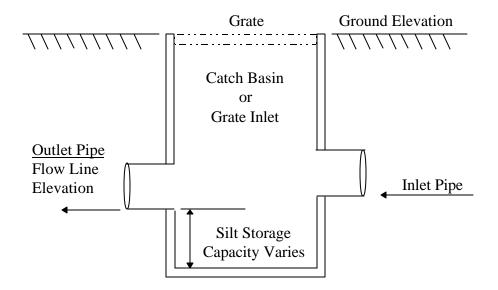
Methodology:

Count and record all culverts within the section. Count and record any culvert that is 50% or greater filled or otherwise deficient. Evaluate only those culverts that cross state highways or county roads at their intersection with state highways. Do not count culverts under private access roads.

Comments:

Vegetation obscuring the end of a culvert is not a deficiency unless it obstructs the flow of water. . Standing water (tidal or non-tidal) in ditches is not a deficiency. Culverts designed to be half filled with gravel for fish habitat should not be rated as deficient.

C. CATCH BASINS / INLETS



Units of Measure:

Total number of catch basins and drain inlets, per 0.10-mile section. Total number of catch basins and drain inlets that are deficient.

Threshold:

Count as deficient any catch basin or drain inlet that has:

- 1. 50% or more of the inlet grate blocked with debris, or
- 2. The catch basin has sediment buildup that reaches or exceeds the flow line elevation of the outlet pipe.

Methodology:

Count and record the total number of catch basins and drain inlets in the section. Count and record the number of catch basins and drain inlets blocked by debris or catch basins filled with sediment.

Comments:

Both catch basins and drain inlets are rated for blockage of the inlet grate. Only catch basins are rated for sediment build-up. A flashlight and/or probe may be needed to determine if the structure is a catch basin (i.e., has silt storage capacity) and whether it is deficient.

D. SLOPE FAILURES



Unit of Measure:

Presence or absence of slope failure in a 0.10-mile section.

Threshold:

ONLY count as deficient a slide or erosion that is <u>at the time of the inspection</u>:

- 1. Jeopardizing the structural integrity of the shoulder or traveled lane(s), or
- 2. Blocking the shoulder or traveled lane(s), or blocking the ditch, or
- 3. Jeopardizing the structural integrity of guardrail or traffic signs.

Traffic may move slower through the area or lanes may be reduced, causing intermittent stoppages. <u>Erosion or slides not meeting the thresholds above shall not be considered deficient.</u>

Methodology:

Determine the presence or absence of slope failures within the survey section. Both fill and cut slopes can be affected. Presence of slope failure is recorded as "1", absence of slope failure is recorded as "0".

Comments:

Chronic or ongoing slope failures that do not meet the criteria listed above at the time of the survey are not to be counted as failures.

Edge drop-off is not considered a slope failure.

V - ROADSIDE

General:

Record the total combined width of roadside.. If width of roadside varies use the combined averaged width for the section. Unpaved median areas are considered as roadside and would be added into the width, if present.

A. NOXIOUS WEEDS



Weed Infestation

Units of Measure: Total square feet of infestation, per 0.10-mile section.

Threshold: Presence of noxious weeds on the roadside.

Methodology: Survey the entire roadside area and determine the

presence of any noxious weeds. Measure the square feet of the infestation. The total square feet of infestation shall not exceed the total square feet of roadside.

Comments: Identifying noxious weeds can be difficult and is best

done by a person trained in weed identification. For

assistance in identifying noxious weeds it is

recommended that you consult with your area roadside

or spray crew.

B. NUISANCE VEGETATION





Weed Infestation

Weed Infestation

Units of Measure: Total square feet of infestation, within the normally

maintained roadside, per 0.10-mile section.

Threshold: Presence of nuisance vegetation in the normally

maintained area of the roadside.

Methodology: Survey the normally maintained roadside area and

determine the presence of any nuisance vegetation.

Measure the square feet of the infestation. The total square feet of infestation shall not exceed the total

square feet of roadside.

Comments: Identifying nuisance vegetation can be difficult and is

best done by a person trained in weed identification. For

assistance in identifying nuisance weeds it is

recommended that you consult with your area roadside

or spray crew

Note: For this measurement, the presence of nuisance weeds

will only be measured in the roadside area where the Area or Region policy/practice is to control them. For example, if a region policy is to control weeds only up to ten feet from the paved shoulder, nuisance weeds will only be measured within this area. Nuisance weeds

outside of this area are not to be measured.

C. VEGETATION OBSTRUCTIONS



Vegetation Obstruction

Unit of Measure: Presence or absence of vegetation obstructions in 0.10

mile section.

Threshold: Vegetation blocking sight distance to guide or regulatory

signs, or intersections as seen from the driver's

perspective.

Methodology: Measure and record the presence or absence of

vegetation obstructing sight distance to signs or intersections. Absence of vegetation obstruction is recorded as "0", presence of vegetation obstruction is

recorded as "1".

Comments: For the purpose of judging adequate site distance for this

survey, signs and intersections should be visible from

distances of:

Freeways 800 feet min.
Rural roads 500 feet min.
Urban roads 200 feet min.

D. LITTER

Unit of Measure: Total number of litter counted, per 0.10-mile section.

Threshold: Objects approximately 4 inches x 4 inches or larger.

Methodology: Observe and record all litter 4" x 4" and greater.

VI - TRAFFIC

A. RAISED / RECESSED PAVEMENT MARKERS





Units of Measure: Total number of raised / recessed pavement markers, per

0.10 mile section. Total number of worn or missing

markers, per 0.10-mile section.

Threshold: Missing or deficient pavement markers. If the markers

are missing or broken, or the reflective surface is non-

functional they should be considered as deficient.

Methodology: Count and record all pavement markers within the

section. Count and record any markers that are deficient

or missing.

Methodology (cont.): In counting markers, it may be helpful to determine the

number of markers associated with each pavement stripe (grouping) and then count stripes (groups) to determine the total number of markers that should be present.

Markers butted end to end, can, in most cases, be

considered as one marker if the normal installation would

require only one marker in that location.

Comments: In many instances old markers are not removed as new

markers are placed. Do not count old markers as

deficient if new markers have been placed next to them.

B. PAVEMENT MARKINGS





Units of Measure: Total number of pavement markings, per 0.10-mile

section. Total number of worn pavement markings, per

0.10-mile section.

Threshold: Count as deficient any pavement marking that is greater

than 25% worn or worn in a way that makes it

nonfunctional.

Methodology: Count and record the total number of pavement markings

within the survey site. Markings such as crosswalks and railroad crossings are counted as one pavement marking. Stop bars are considered a separate marking.

Count and record the total number of markings that are greater than 25% worn or worn in a way that make them

nonfunctional.

Do not count culvert, or state patrol markings.

C. GUIDEPOSTS





Units of Measure: Total number of guideposts or deer reflectors, per 0.10-

mile section. Total number of broken or damaged

guideposts, per 0.10-mile section.

Threshold: Count as deficient any guidepost or deer reflector that is

broken or damaged to the point that the reflectivity or

functionality is impaired.

Methodology: Count and record the total number of guideposts and

deer reflectors within the survey section. Count and record the total number of deficient guideposts and deer

reflectors within the survey section.

Count only guideposts located on the mainline.

Guideposts located around the radii of an at grade intersection are considered a part of the mainline.

Guideposts located on ramps or locations other than the

mainline are not counted.

Comments: Count only what you see. Do not assume a marker is

missing unless you can see evidence that there was, in

fact, one there.

D. GUARDRAIL





Units of Measure: Total linear feet of guardrail, per 0.10-mile section. Total linear feet of defective guardrail, per 0.10-mile section.

Threshold:

Count as deficient any guardrail, including cable guardrail, which is damaged to the point that the structural integrity is compromised or the functionality is impaired. This would include broken or cracked posts, missing bolts, or where the face of the rail is deformed 6 inches or greater. Also count as deficient any portion of rail that has been flattened even if it does not meet the 6

inches of deformation.

Concrete barrier is counted as guardrail for the purposes of the MAP survey. To be considered deficient, concrete barrier must be out of alignment by 6 inches or more, or the barrier surface facing traffic must exhibit spalling severe enough to snag a vehicle.

Methodology: Count and record the total linear feet of guardrail within the survey section. Count and record the total linear feet

of deficient guardrail within the survey section.

Count as deficient only the linear feet of damage meeting the threshold. Do not count the linear feet of guardrail that would have to be used for repair, i.e. a rail with 2 feet of damage would be reported as 2 feet of damage, even though the entire 12' rail will have to be replaced.

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Comments:

VII - BRIDGES

General:

Bridge data is only collected in the fall. Record the length of the bridge (from the WSDOT Bridge List) and measure and record the width (include sidewalks, curbs and deck) of the bridge on the MAP Bridge Data Collection Form.

A. BRIDGE DECK





Units of Measure: Total square feet of spalling on the bridge deck.

Threshold: Minimum size - (6" x 6" x 1" depth) or larger

Methodology: Observe the bridge deck, measure and record the total

square feet of spalling. Repaired spalls are not counted.

B-1. DECKS & SIDEWALKS



Unit of Measure: Total square feet of sand or debris on the bridge deck

and sidewalk.

Threshold: Presence of sand or debris.

Methodology: Measure the length and determine the average width of

sand and debris on the bridge deck and sidewalk.

Calculate and record the total square feet for all sand and

debris.

B-2. Graffiti Removal



Unit of Measure: Percent of structure covered with graffiti.

Threshold: Check box for None, Minor, Moderate, Major or

Significant severity.

None 0% severity

Minor 1% - 10% severity

Moderate 11% - 30% severity

Major 31% - 50% severity

Significant > 50% severity

Methodology: Observe the rails, girders, trusses, piers, and abutments

and determine the extent to which the structure is covered with graffiti. Check the appropriate box on the

form.